

# **Inspection Tips / MDEQ Panel Discussion**

- 1. Conduct a thorough Review of your facility to identify:**
  - Wastewater streams, and the destination of the wastewater
  - Waste streams (solid waste, liquid industrial waste, hazardous waste)
  - Processes that emit air contaminants
- 2. Know Your Permit! Understand requirements.**
- 3. Establish Procedures**
  - Monitoring procedures
  - Recordkeeping practices
  - Reporting schedules
  - Internal review process
- 4. Practice Good Record Keeping!**
  - Keep them organized
  - Develop a retention schedule per requirement
- 5. Know the Reporting Deadlines (Don't miss reporting deadlines)**
- 6. Don't Recreate Records or falsify data.**
- 7. Take immediate action to correct violations. Don't wait until you get caught!**
- 8. Do not ignore correspondence from the DEQ.**
- 9. Communicate with your Inspector(s)**
  - Ask for a business card when they visit
  - Ask questions
- 10. Educate Yourself**
  - Understand Terminology
  - Read MDEQ Education materials
  - Attend MDEQ Workshops
  - Keep up on Rules